

## SPECIAL COUNCIL MEETING APRIL 22, 2019 AT 4:30 P.M.

The meeting was opened by announcing this was an open meeting of the Common Council. Notice of this meeting was given to the public at least 24 hours in advance of the meeting by forwarding the complete agenda to the official City newspaper, The New Richmond News, and to all news media who have requested the same as well as posting. Copies of the complete agenda were available for inspection at the City Clerk's office and on the City's website at [www.newrichmondwi.gov](http://www.newrichmondwi.gov). Anyone desiring information as to forthcoming meetings should contact the City Clerk's office.

Roll call was taken.

Council Members Present: Mayor Horne, Aldermen Kittel, Lindell, Weinmeyer, Montello, and Volkert

Members Absent: Alderman Zajkowski

The Pledge of Allegiance was recited.

Alderman Kittel moved to adopt the agenda as presented, seconded by Alderman Montello and carried.

### **Library Board Update**

The Library Board will be conducting architectural firm interviews on April 25, 2019. Twelve companies submitted Requests for Qualifications and the Library Board narrowed it down to four firms to be interviewed. The schedule is to have a formal contract signed in May. Community conversations will happen in June and July.

### **Strategic Plan**

Mike Darrow stated we will begin review of the strategic plan. Mike asked the Council to look at what their priorities are for the next five years. At the June 24, 2019 work session, we will review the mission statement and discuss core objectives. There will be a bus tour on August 26, 2019 and we will review core objectives and discuss the budget. Community conversations on the Strategic Plan and Budget will be at the September or October work session. Mike Darrow will send out the last Strategic Plan to Council members for their review.

### **Event Plan**

There was discussion regarding the planning involved in the Packer Tailgate Party and the creation of an event plan to help with future community events. The plan would include a checklist of items to be reviewed for each event including insurance, utilities needed, emergency plans, route maps, amplification permits, police services, parking, Temporary Class B License, signage, clean-up and more. This policy will be discussed again at the May meeting.

### **Financial Management Plan**

Rae Ann Ailts explained the purpose of this plan will be to provide a long-term, strategic road map for sustainable financial management. We have separate policies for the budget, capital improvement planning, fund balance, debt, investments, procurement, accounting and financial reporting, risk management and long-term financial reporting. This plan would incorporate all of these existing plans. A draft of this policy will be presented at the June work session.

### **Flex Time Policy**

Mike Darrow explained the flex time policy. The purpose of the policy is to insure that existing employees stay and entice new employees to the City as a family-first employer. The schedule would give supervisors latitude to insure longer work days or just more flexibility. Improved technology will assist customers in reserving and paying for many services online. Alderman Montello moved to approve the Flex Time Policy

on a trial basis from April 22, 2019 to September 15, 2019 with the ability for supervisors to tweak the policy as needed with a review at the work session in September, seconded by Alderman Lindell and carried.

### **Bereavement Policy**

There was considerable discussion regarding the proposed bereavement policy. Sarah Reese explained the proposed policy would be tiered and would give employees five days off in the event of the death of a parent, spouse, child, or step-child. An employee would receive three days off in the event of the death of a sibling, grandparent, step grandparent, grandchild or step-grandchild or parent in-law. There was discussion about allowing one day in the event of the death of a first cousin, aunt, uncle, niece, nephew, or sibling in-law. Alderman Montello moved to approve the policy as presented, seconded by Alderman Kittel. Alderman Volkert moved to remove the single day completely, seconded by Alderman Lindell and carried. On voting on the main motion, motion carried.

### **Birth and Adoption Leave Policy**

There was discussion regarding this policy. Other municipalities are not offering a similar benefit at this time. More discussion followed. Alderman Kittel moved to table this item for more research, seconded by Alderman Volkert and carried. Alderman Montello voted no.

### **Building Permit Fees**

Beth Thompson explained the current building permit fees and suggested changes to the schedule of fees. Beth proposed to leave the building permit fees as they are now because they are still competitive. Beth also explained the proposed changes to items like re-roofing and re-shingling permits, accessory structures, raze and move permits, street privilege permits, and the assessor fee.

Alderman Montello offered the following resolution and moved for its adoption with a May1, 2019 effective date:

#### **Resolution # 041903**

#### **Amending the Schedule of Fees**

WHEREAS, the City of New Richmond hereby adopts the following portion of the Schedule of Fees:

Assessor Fees - Additions	\$ 25.00 (Remove)
Assessor Fees – New Homes	\$ 50.00 (Remove)
Assessor Fees – Commercial/Manufacturing	\$ 100.00 (Remove)
Assessor Fees – Residential Additions/Alterations	\$ 25.00 (Remove)
Assessor Fees – Commercial/Manufacturing	\$ 25.00 – 100.00 (Remove)
Assessor Fees - Residential Additions/Alterations	\$ 25.00 (Remove)
Assessor Fees – Commercial/Manufacturing	\$ 25.00 - 100.00 (Remove)

### **Building Permit Fees**

VALUATION	FEE
\$1-\$500	\$22.50
\$600	\$25.50
\$700	\$28.50
\$800	\$31.50
\$900	\$34.50
\$1,000	\$37.50
\$1,100	\$40.50
\$1,200	\$43.50
\$1,300	\$46.50
\$1,400	\$49.50
\$1,500	\$52.50
\$1,600	\$55.50
\$1,700	\$58.50

VALUATION	FEE
\$1,900	\$64.50
\$2,000	\$67.50
\$3,000	\$81.00
\$4,000	\$94.50
\$5,000	\$108.00
\$6,000	\$121.50
\$7,000	\$135.00
\$8,000	\$148.50
\$9,000	\$162.00
\$10,000	\$175.50
\$11,000	\$189.00
\$12,000	\$202.50
\$13,000	\$216.00

VALUATION	FEE
\$15,000	\$243.00
\$16,000	\$256.50
\$17,000	\$270.00
\$18,000	\$283.50
\$19,000	\$297.00
\$20,000	\$310.50
\$21,000	\$324.00
\$22,000	\$337.50
\$23,000	\$351.00
\$24,000	\$364.50
\$25,000	\$378.00
\$26,000	\$387.75
\$27,000	\$397.50

\$1,800		\$61.50	\$14,000		\$229.50	\$28,000		\$407.25
VALUATION	FEE		VALUATION	FEE		VALUATION	FEE	
\$29,000	\$417.00		\$83,000	\$844.50		\$133,000	\$1,132.50	
\$30,000	\$426.75		\$84,000	\$851.25		\$134,000	\$1,137.75	
\$31,000	\$438.50		\$85,000	\$858.00		\$135,000	\$1,143.00	
\$32,000	\$446.25		\$86,000	\$864.75		\$136,000	\$1,148.25	
\$33,000	\$456.00		\$87,000	\$871.50		\$137,000	\$1,153.50	
\$34,000	\$465.75		\$88,000	\$878.25		\$138,000	\$1,158.75	
\$35,000	\$475.50		\$89,000	\$885.00		\$139,000	\$1,164.00	
\$36,000	\$485.25		\$90,000	\$891.75		\$140,000	\$1,169.25	
\$37,000	\$495.00		\$91,000	\$898.50		\$141,000	\$1,174.50	
\$38,000	\$504.75		\$92,000	\$905.25		\$142,000	\$1,179.75	
\$39,000	\$514.50		\$93,000	\$912.00		\$143,000	\$1,185.00	
\$40,000	\$524.25		\$94,000	\$918.75		\$144,000	\$1,190.25	
\$41,000	\$534.00		\$95,000	\$925.50		\$145,000	\$1,195.50	
\$42,000	\$543.75		\$96,000	\$932.25		\$146,000	\$1,200.75	
\$43,000	\$553.50		\$97,000	\$939.00		\$147,000	\$1,206.00	
\$44,000	\$563.25		\$98,000	\$945.75		\$148,000	\$1,211.25	
\$45,000	\$573.00		\$99,000	\$952.50		\$149,000	\$1,216.50	
\$46,000	\$582.75		\$100,000	\$959.25		\$150,000	\$1,221.75	
\$47,000	\$592.50		\$101,000	\$964.50		\$151,000	\$1,227.00	
\$48,000	\$602.25		\$102,000	\$959.75		\$152,000	\$1,232.25	
\$49,000	\$612.00		\$103,000	\$975.00		\$153,000	\$1,237.50	
\$50,000	\$621.75		\$104,000	\$980.25		\$154,000	\$1,242.75	
\$51,000	\$628.50		\$105,000	\$985.50		\$155,000	\$1,248.00	
\$56,000	\$662.25		\$106,000	\$990.75		\$156,000	\$1,253.25	
\$57,000	\$669.00		\$107,000	\$996.00		\$157,000	\$1,258.50	
\$58,000	\$675.75		\$108,000	\$1,001.25		\$158,000	\$1,263.75	
\$59,000	\$682.50		\$109,000	\$1,006.50		\$159,000	\$1,269.00	
\$60,000	\$689.25		\$110,000	\$1,011.75		\$160,000	\$1,274.25	
\$61,000	\$696.00		\$111,000	\$1,017.00		\$161,000	\$1,279.50	
\$62,000	\$702.75		\$112,000	\$1,022.25		\$162,000	\$1,284.75	
\$63,000	\$709.50		\$113,000	\$1,027.50		\$163,000	\$1,290.00	
\$64,000	\$716.25		\$114,000	\$1,032.75		\$164,000	\$1,295.25	
\$65,000	\$723.00		\$115,000	\$1,038.00		\$165,000	\$1,300.50	
\$66,000	\$729.75		\$116,000	\$1,043.25		\$166,000	\$1,305.75	
\$67,000	\$736.50		\$117,000	\$1,048.50		\$167,000	\$1,311.00	
\$68,000	\$743.25		\$118,000	\$1,053.75		\$168,000	\$1,316.25	
\$69,000	\$750.00		\$119,000	\$1,059.00		\$169,000	\$1,321.50	
\$70,000	\$756.75		\$120,000	\$1,064.25		\$170,000	\$1,326.75	
\$71,000	\$763.50		\$121,000	\$1,069.50		\$171,000	\$1,332.00	
\$72,000	\$770.25		\$122,000	\$1,074.75		\$172,000	\$1,337.25	
\$73,000	\$777.00		\$123,000	\$1,080.00		\$173,000	\$1,342.50	
\$74,000	\$783.75		\$124,000	\$1,085.25		\$174,000	\$1,347.75	
\$75,000	\$790.50		\$125,000	\$1,090.50		\$175,000	\$1,353.00	
\$76,000	\$797.25		\$126,000	\$1,095.75		\$176,000	\$1,358.25	
\$77,000	\$804.00		\$127,000	\$1,101.00		\$177,000	\$1,363.50	
\$78,000	\$810.75		\$128,000	\$1,106.25		\$178,000	\$1,368.75	
\$79,000	\$817.50		\$129,000	\$1,111.50		\$179,000	\$1,374.00	
\$80,000	\$824.25		\$130,000	\$1,116.75		\$180,000	\$1,379.25	
\$81,000	\$831.00		\$131,000	\$1,122.00		\$181,000	\$1,384.50	
\$82,000	\$837.75		\$132,000	\$1,127.25		\$182,000	\$1,389.75	

VALUATION	FEE
\$183,000	\$1,395.00
\$184,000	\$1,400.25
\$185,000	\$1,405.50
\$186,000	\$1,410.75
\$187,000	\$1,416.00
\$188,000	\$1,421.25
\$189,000	\$1,426.50
\$190,000	\$1,431.75
\$191,000	\$1,437.00
\$192,000	\$1,442.25
\$193,000	\$1,447.50
\$194,000	\$1,452.75
\$195,000	\$1,458.00
\$196,000	\$1,463.25
\$197,000	\$1,468.50
\$198,000	\$1,473.75
\$199,000	\$1,479.00
\$200,000	\$1,484.25

\$200,001 to \$500,000 - \$1,484.25 for the first \$200,000 plus \$5.25 for each additional \$1,000, or fraction thereof, to and including \$500,000

\$500,001 to \$1,000,000 - \$3,059.25 for the first \$500,000 plus \$4.50 for each additional \$1,000, or fraction thereof, to and including \$1,000,000

\$1,000,000 and up - \$5,309.25 for the first \$1,000,000 plus \$3 for each additional \$1,000, or fraction thereof

\*All valuations between dollar amounts are to be rounded upward.

**Additional Building Inspection Fees/Information:**

Doors – Same Size Opening	No Permit Required
Windows – Same Size Opening	No Permit Required
Replace Floor Coverings	No Permit Required
Accessory Structure	Based on Costs - \$100 Minimum Fee
Reside	Flat \$150 per Building (residential and/or commercial)
Reroof	Flat \$150 per Building (residential and/or commercial)
Signs – Permanent	Flat \$75 regardless of size
Signs – Temporary	Flat \$25 per year
Raze	Flat \$125
Moving	Flat \$250
State Permit Seal (1 & 2 Family)	Current State seal rate plus \$2 per seal
Re-Inspection	Flat \$75 per trip
Site Stabilization/Erosion Control	Flat \$1,000 SSD per 1 & 2 SF Detached Homes/Duplex
Site Stabilization/Erosion Control	Flat \$1,000 SSD for ½ twin home
Plan Review Fees	Flat \$100 per Dwelling Unit
- will be applied to all	Flat \$50 for Residential Additions
applicable building permits	Flat \$50 for Residential Alterations
	Flat \$25 per Deck
	Flat \$200 per Commercial Building
	Flat \$100 per Commercial Addition
	Flat \$100 per Commercial Alteration
	Flat \$150 per Hangar

Motion was seconded by Alderman Weinmeyer and carried.

**Municipal Code Self-Publishing Software**

Tanya Batchelor explained the current system used for updating our ordinances is to email each new ordinance to Municipal Code. They put the new ordinances on their website, but they are not searchable within the code until codified which is typically done every 12-18 months. The proposal is to change to Municipal Code Self-Publishing software which would allow us to have control of our code and give us the

ability to update our code as soon as a new ordinance is adopted. The cost for this software is \$6,000 annually. Several ordinances are waiting to be codified right now. If we use the existing process, this will cost approximately \$5,356. The cost to add these ordinances into the self-publishing software is approximately \$1,260. Staff has looked at the searchability of items in the new code to compare to our existing format and the feedback has been favorable for the new format. Other municipalities using the software find it easy to use. Discussion followed. Alderman Montello moved to approve purchasing the Self-Publishing software from Municipal code for an annual cost of \$6,000 plus approximately \$1,260 to add pending ordinances into the new format, seconded by Alderman Kittel and carried.

### **Police Department Siding Bids**

Rae Ann Ailts explained the Police department building had hail damage to the roof in 2017. At the last meeting, the Council allowed staff to request an extension from the insurance company to complete the repairs. This extension was granted, so staff then requested bids for the repairs. The following bids were received:

All Exteriors	\$35,379.00
Krumm Siding & Roofing	\$26,883.68

Insurance has agreed to pay low bid from Krumm Siding and Roofing. Alderman Kittel moved to approve the low bid of \$26,883.68 from Krumm Siding and Roofing with repairs to be completed no later than September 1, 2019, to complete the repairs, seconded by Alderman Lindell and carried

### **Sports Center Repairs**

The Sports Center received damage in March from heavy snow accumulation. Insurance was notified and staff contacted three contractors to provide estimates for the repairs. Two quotes were received:

JG Hause	\$9,616.37
Krumm	\$9,752.06

The City is not required to bid the RFP process as the cost is less than \$25,000. We are required to give a Class I notice prior to awarding the bid. Alderman Montello offered the following resolution and moved for its adoption:

RESOLUTION NO. 041904  
CITY OF NEW RICHMOND  
ST. CROIX COUNTY, WISCONSIN  
A RESOLUTION AWARDING A PUBLIC CONTRACT FOR  
REPAIRS TO THE SPORTS CENTER

WHEREAS, the City of New Richmond owns the Sports Center building at 450 Sports Center Road, New Richmond; and

WHEREAS, this building sustained damage due to the excessive snowfall in February; and

WHEREAS, the City of New Richmond has filed an insurance claim for the damage to the Sports Center Building received quotes for the repairs; and

WHEREAS, the City Council of the City of New Richmond, St. Croix County, Wisconsin, by this resolution, adopted by a majority of the council on a roll call voted with a quorum present and voting and proper notice having been given, resolves and orders as follows:

The City Council is authorized to enter into a public contract, as defined under Section 60.47 (1), Wisconsin Statutes, with an estimated cost of the public contract to the City of more than \$5,000, but not more than \$25,000, to be executed by the City Council or its agents after May 13, 2019.

Due to the estimated cost of the public contract to the City of New Richmond, the City Clerk shall publish this resolution as a class I notice under Section 985.07, Wisconsin Statutes, before the above-noted public contract execution date as required under Section 60.47 (2) (a) Wisconsin Statutes.

Any person interested in the proposed public contract to be executed shall contact Mark Evans at 715-246-4268 by May 13, 2019.

This Resolution shall be in full force and effect from and after its passage and approved as provided by law.

Motion was seconded by Alderman Kittel and carried.

Alderman Montello moved to accept the low bid from JG Hause for \$9,616.37, seconded by Alderman Kittel and carried.

**Proclamation for Small Business Week**

The Forward New Richmond Committee requested City Council approval of a proclamation for Small Business Week. Alderman Montello moved to approve the following proclamation, seconded by Alderman Lindell and carried.

City of New Richmond  
Small Business Week Proclamation

WHEREAS, the City of New Richmond's progress has been driven by pioneers who think big, take risks and work hard; and

WHEREAS, from the storefront shops that anchor our main street to the high-tech startups that keep America on the cutting edge, small businesses are the backbone of our economy and the cornerstones of our nation's promise; and

WHEREAS, small business owners and our main street businesses have energy and a passion for what they do; and

WHEREAS, when we support our small businesses, jobs are created and our local community preserves our unique culture; and

WHEREAS, the President of the United States has proclaimed National Small Business Week every year since 1963 to highlight the programs and services available to entrepreneurs through the U.S. Small Business Administration and other government agencies; and

WHEREAS, the City of New Richmond supports and joins in this national effort to help America's small businesses do what they do best – grow their business, create jobs, and ensure that our communities remain as vibrant tomorrow as they are today.

NOW, THEREFORE, I, Fred Horne, Mayor of the City of New Richmond, do hereby proclaim May 5 through May 11, 2019, as SMALL BUSINESS WEEK in the City of New Richmond

**Communications and Miscellaneous**

Mike Montello congratulated staff who were involved with the recent application for rezoning for the professional way in which the situation was handled. Mike Darrow stated that he was proud of the process and the transparency during the process.

Alderman Montello moved to adjourn the meeting, seconded by Alderman Kittel, and carried.

Meeting adjourned at 6:07 p.m.

Tanya Batchelor  
City Clerk